



Cabot
Learning
Federation

John Cabot
Academy
Admissions
Policy

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1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to John Cabot Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between John Cabot Academy and the Secretary of State.
- 1.3 More information about the CLF can be found on the website as follows:
www.cabotlearningfederation.net.
- 1.4 The policy covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Policy:
<http://www.clfpost16.org/>

2 The Admissions Timetable

2.1 Consultation

- 2.1.1 John Cabot Academy, as part of the Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
- 2.1.2 For admission arrangements for entry in September 2019 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
- 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
- 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:
 - a. Parents/carers of children between the ages of 2 – 18;
 - b. South Gloucestershire LA;
 - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by South Gloucestershire LA;
 - d. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
 - e. Affected admission authorities in neighbouring local authority areas.

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

Stage	Admission in September 2019
Consultation period for changes to the Admissions Policy:	6 weeks between 1 October 2017 and 31 January 2018
The CLF must determine admission arrangements by:	28 February 2018
The CLF must publish the appeals timetable by:	28 February 2018
The CLF must notify the LA of the arrangements and publish them on the website by:	15 March 2018
Applications from parents/carers close:	31 October 2018
Places are allocated in accordance with the oversubscription criteria set out at item 7	By 1 March 2019
Offers made to parents/carers on National Offer Day*:	1 March 2019
Second round selection commences:	1 May 2019
Appeals must be made by:	20 school days following offer of place

*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

3 Process of Application

3.1 Common Application Form

Applications for places at the Academy will be made in accordance with South Gloucestershire Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF). The CAF can be found by visiting your home Local Authority School Admissions website.

- 3.2 In order that John Cabot Academy can administer admissions arrangements, South Gloucestershire LA receive the admission data for John Cabot Academy from all relevant Local Authorities and forward this admission data to John Cabot Academy (regardless of preference).

4 Published Admissions Number [PAN]

- 4.1 John Cabot Academy has a PAN of 160 places in Year 7.

- 4.2 The policy covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Policy: <http://www.clfpost16.org/>

5 Consideration of Applications

- 5.1 John Cabot Academy will consider all application for places. Where fewer applications than the PAN are received, the John Cabot Academy will offer places to all those who have applied.

6 Students with Special Educational Needs or Disabilities

- 6.1 Children with Statements of SEND or an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with a Statement of SEND or an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEND or an EHC Plan should contact their child's lead professional for any further information.

7 Oversubscription Criteria

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered in the following way

1. Children in Public Care and Previously in Public Care;
2. Siblings of students currently attending John Cabot Academy in Years 7 to 11 and including student of Year 12 age who completed their GCSEs in year 11 at John Cabot Academy, who will continue to do so on the date of admission. (If the number of applicants with a sibling exceeds the number of remaining places available, random allocation would be used to determine the places).

3. Remaining places will be allocated by random allocation.
4. Wherever random allocation is used, this will be supervised by an independent person to the Local Authority and the Academy.

8 Late Admissions

- 8.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the table at 2.3.1. Late applications will be given the opportunity to join a waiting list and take part in the second round admissions process. Second round offers (from 1 May 2019) are subject to the over subscription criteria detailed at item 7 above.

9 In Year Admissions

- 9.1 Applications for Academy places from parents/carers must be made on the Academy application form available from the Academy website at www.cabot.ac.uk. The Academy will consider each application. If more applications are received than there are places available, the second round oversubscription criteria shall apply as at 8.1). Parents/carers whose application is turned down are entitled to appeal.

10 Waiting List

- 10.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies, which subsequently occur in the Academy.
- 10.2 The waiting list will be administered in accordance with the second round over subscription criteria and will remain open for the Year 7 academic year.

11 Feeder Schools

- 11.1 The CLF does not operate a feeder primary academy policy for admissions to a secondary academy and therefore attendance at a federation primary academy does not guarantee a place at a particular federation secondary academy. The exception to this is King's Oak Academy, which is an all-through provision.

12 Appeals

- 12.1 When an offer of a place is not made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal.

The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.

- 12.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 12.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 12.4 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.
- 12.5 Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 12.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

Annex A Notes/definitions to the oversubscription criteria

1. Children in Public Care* are those looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

Children Previously in Public Care* are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

* Documentation will need to be provided as proof of care status.

1. Under the terms of the Adoption Act 1976 and the Adoption and Children Act 2002
2. Under the terms of the Children Act 1989 and the Children and Families Act 2014
3. Section 14A of the Children Act 1989

2. Siblings: Children are defined as a sibling if:

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

AND

- the older sibling is currently attending John Cabot Academy in Years 7 to 11 and including a student of Year 12 age attending CLF Post 16 who completed their GCSEs in Year 11 at John Cabot Academy, who will continue to attend CLF Post 16 on the date of admission

Please note that the offer of a place does not guarantee an offer of a place for a sibling at a later date.